

To whom it may concern;

Dear Sir/Madam:

I would like to apply as Assistant Language Teacher in your institution.

I had graduated the course of Bachelor of Arts, Major in Political Science last March 19, 2013 in the University of Cebu - Main Campus. With the 18 units educational subjects of my course, I decided to take Teachers Board Examination. Now, I am a licensed professional teacher when I passed the national examination held last 2016.

I have been teaching English for quite some time now with varieties of teaching experiences for more than fourteen (14) years up to the present. That includes as an Orphanage Volunteer, Social Science teacher, English as a Second Language teacher and a freelance online language teacher. Moreover, I am now a TESOL and TEFL teacher certified with a final score of 94%.

I am good in teaching adults and I would be glad to teach kids very much too. I am looking forward to be part of your company and to contribute in the English world.

For Additional information, kindly refer to my resume attached below this application letter.

Thank you and more power!

Respectfully Yours,

QUEENIE ASHLY OCARIZA SUMATRA



QUEENIE ASHLY O. SUMATRA

Nangka-lumoy, Gun-ob, Lapu-lapu City, Cebu, Philippines 6015

Contact number: +639456142801

E-mail Address: queenieocariza.sumatra@gmail.com

CAREER OBJECTIVES:

To achieve high carrier growth institutional and organizational aspects through a continuous learning process and together keeping myself more dynamic, determined, positive, adaptability and competitive with the changing scenario of the world. Committed to exert effort in the job while utilizing my skills for the benefit of my employer, community, and myself.

HIGHLIGHTS OF QUALIFICATION:

- Professional Education Board Passer held last March 20, 2016
- TEFL certified Teacher with a score of 94%
- Bachelor of Arts Major in Political Science.
- More than ten (10) years of experiences as an academic/volunteer teacher.
- Performed Office duties equivalent for one year.
- Over ten years involved in organizational outreach programs particularly nurturing orphans.
- Time and goal oriented.
- Performed work well under pressure.
- Positive and adaptable.
- Willing to render overtime and public service.

PERSONAL INFORMATION:

Height: 5'5"

Weight: 50kg

Outlook: Fair complexion

Eye color: Brown

Hair color: Brown

Date of birth: October 27, 1992

Place of Birth: Lapu-lapu City, Cebu

Religion: Seventh Day Adventist

Status: Married

Citizenship: Filipino

RELEVANT EXPERIENCE

- Teach with optimum efficiency and proficiency to students.
- Create a friendly environmental approach inside the classroom/field of work.
- Office/faculty & classroom support and assistance.
- Application of Total Physical Response technique.
- Goal oriented in the effectiveness of the work.
- Responsible in the feedback of the colleagues.
- Conduct situational and favorable daily activities.
- Render overtime and public service.
- Prepare course outline suitable for a good development of every student/prospects.
- Apply multi-tasking technique in teaching such as teacher-student evaluation every after course, give and take approach during discussion, and following the good educational standards all the time.

EDUCATION

Juris Doctor (units earned)

University of Cebu - Banilad Campus

March 2013

Bachelor of Arts

Major in Political Science

University of Cebu - Main Campus

2009

High School Graduate

Cebu Institute of Technology - University

2005

Elementary Graduate

Danao Elementary School

TEACHING EMPLOYMENT HISTORY

POSITION	INSTITUTION/COMPANY	ADDRESS	DATE
Freelance Online Language Teacher	Independent	International/local	January 2014 - present
Orphanage Volunteer Teacher	Albert Schweitzer Familienwerkz foundation	Cordova, Cebu City	Since 2014 - present
Social Science Instructor	PIT-Tabango Campus	Tabango, Leyte	January 2014 – May 2014
ESL Teacher	Cebu International Junior Academy	Mabolo, Cebu	June 2012 – July 2013

SKILLS AND ELIGIBILITY

- Professional Education Board Passer (LET) held last March 2016
- Computer Literate: MS Word, MS Excel & Power point
- Good in oral and written communication skills.
- Creative, energetic, adventurous, and multitasking.

SEMINARS AND TRAININGS ATTENDED

- Job Safety Environment Analysis
- Community - Based Disaster Risk Reduction Training
- Leadership and Stewardship Training

SPECIAL SKILLS/ACCOMPLISHMENTS

- ◆ Orphanage Volunteer Teacher at Albert Schweitzer Familienwerkz Foundation 2006-present
 - ◆ Cultivated parent involvement through consistent written and verbal communication, inviting classroom-faculty participation.
 - ◆ Talent for capturing student's interest in learning by providing them training, support, and guidance.
 - ◆ Identify student's individual differences and developed curriculum to accommodate different learning styles.
 - ◆ Maintained productive learning environment by stating classroom rules, implementing consistency and fair consequences.
 - ◆ Best in Talent of Miss AB in UC - Main (2012)
 - ◆ Best in Department in Danao Elementary School (2005)
 - ◆ Parens Patriae School awardee
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TECHNICAL INFORMATION

- Intel core 3
- 3.40ghz
- 4gb memory
- Windows 10
- Computer type
- Plantronics noise cancellation headset
- A4tech antiglare camera
- Wired internet
- <https://www.speedtest.net/result/8371145439> PLDT Fiber
- <https://www.youtube.com/watch?v=Pxl7WoxiRM> youtube Intro video

Republic of the Philippines
PROFESSIONAL REGULATION COMMISSION
 Manila

PROFESSIONAL IDENTIFICATION CARD

LAST NAME ▶ **OCARIZA**
 FIRST NAME ▶ **QUEENIE ASHLY**
 MIDDLE INITIAL NAME ▶ **URBODA**
 REGISTRATION NO ▶ **1466245**
 REGISTRATION DATE ▶ **06/21/2016**
 VALID UNTIL ▶ **10/27/2022**

PROFESSIONAL TEACHER

10/27/1992
 09/20/2019

TEFL

TEFL Professional Development Institute presents this:

TEFL Certificate of Completion
 to stand as testament to the skills of

QUEENIE ASHLY O. SUMATRA

Jonathan Howlings-Clarkson
 Director
 TEFL Professional Development Institute

Certifying the recipient in Teaching English as a Foreign Language
120 Hour TEFL Certification

Completion of the TEFL Certificate exam shows skills related to:

- Knowledge of classroom management, learning strategies and instructional teaching
- Understanding of different teaching methods and their application to meet diverse learner needs
- Professional knowledge of English grammar and the capability to educate language learners in such concepts in a reliable manner

The TEFL Certificate was completed with a grade of

ESL **C E L L E D** **HIGH DISTINCTION**

"Global World-Professional Solutions" Certificate Number#6127480PE

*E-Certificate only
 Original Copy is professionally embossed and sealed for security*

TEACH INTERNATIONAL
 ENGLISH LANGUAGE SCHOOL

TEACH INTERNATIONAL

Introduction to TESOL
 (Teaching English to Speakers of Other Languages)

COURSE CONTENTS
Foundations in TESOL
 The World of TESOL – schools, students and the EFL/ESL classroom
 Teaching and Learning of TESOL

Certificate Presented To
Queenie Ashly Ocariza Sumatra
 course completed on
 12/20/2019

verification code
 I-51TXXXX549

Ashley Potheary
 CHIEF EXECUTIVE MANAGER

TESOL

Duncan Morgan
 ACADEMIC MANAGER